

FORM B: APPLICATION CHECKLIST

Name of Applicant: _____

This form is provided to assist the applicant in ensuring that the application includes all required forms and signatures, and must be submitted with the application. Place an X by each form that is included with the application. Applicants are not required to complete budget detail forms if the applicant is not requesting funding in one of the budget categories. The applicant is only required to complete the specific HUB forms where their organization meets the reporting criteria. The applicant should mark an X under "Not Applicable" if these forms are not required or included in the application.

Form	Description	Included	Not Applicable
A	Face Page completed, and proper signatures and date included	_____	
B	Application Checklist completed and included	_____	
--	Table of Contents identifying page numbers for each required section	_____	
C	Program Contact Information		
D.	Administrative Information	_____	
E	Project Abstract containing identifying information and brief project summary	_____	
F	Description of Target Population	_____	
G	Organizational Experience	_____	
H	Project Description and Work Plan	_____	
I	Performance Measures	_____	
J	Quality Assurance	_____	
K	Dissemination Plan	_____	
L	Budget Summary	_____	_____
L-1	Personnel Budget Category Detail Form	_____	_____
L-2	Travel Budget Category Detail Form	_____	_____
L-3	Equipment Budget Category Detail Form	_____	_____
L-4	Supplies Budget Category Detail Form	_____	_____
L-5	Contractual Budget Category Detail Form	_____	_____
L-6	Other Budget Category Detail Form	_____	_____
L-7	Indirect Cost Budget Category Detail Form	_____	
M	TDH Client Services HUB Subcontracting Plan completed and included (<i>completed L1-5 as appropriate relating to applicant</i>)	_____	_____
N	Nonprofit Board of Directors and Executive Director Assurances form signed and included	_____	
--	Letter(s) of Collaboration	_____	